## How To Cancel An Appointment With An Academic Advisor

1) In your confirmation email, click on the box that says "Reschedule." If you are unable to find this email in your inbox, be sure to check your spam folder.

Confirmed:	In-Person Appoint	ment with CFA Academic Advisor $\ \mathfrak{G} \sim \ \mathcal{O} \ 1 \sim \ \mathfrak{R} \sim$	
	Hi Alisha, Your booking is confirmed.		
	Booking details		
	Service Name	In-Person Appointment with CFA Academic Advisor	
	With	Jennifer McLaurin, Academic Advisor (David Gardner Hall, room 196)	
	When	Tuesday, January 10, 2023 2:30 PM - 3:00 PM (UTC-07:00) Mountain Time (US & Canada)	
	Price	Free	
		C Reschedule	

2) This will take you to a page that will give you the option to reschedule or cancel. Click on the "Cancel Booking" option.

Arts Undergr Advi	rad Academic ising
Thank you for booking with us! You will	get a confirmation message in email shortly
Upcoming booking for Alisha In-Person Appointment with CFA Aca Free	demic Advisor
Tuesday, January 10, 2023	Reschedule
<ul> <li>2:30 pm (30 minutes)</li> <li>Jennifer McLaurin, Academic Advisor</li> </ul>	Cancel booking
<ul> <li>(David Gardner Hall, room 196)</li> </ul>	New booking
All times are in (LITC-07-00)	

**In-Person Appt College Fine** 

3) A window will open asking if you are sure you want to cancel. Select "Cancel booking."



4) You will receive a notification box that your appointment has been cancelled.



5) You will also receive an email confirmation that your appointment has been cancelled.

Hi Alisha,

Your booking has been canceled.



## **Appointment cancellation**

This is to inform that your service has been canceled.

**Canceled booking details** 

Service Name

In-Person Appointment with CFA Academic Advisor